

## Quality Checklist for Consultation Documents

Item	Description	Check Box
1.	Board approval granted for consultation/final publication	<input checked="" type="checkbox"/>
2.	<b>Cover page</b> - includes Document title, version, round of consultation, date and file number	<input checked="" type="checkbox"/>
3.	<b>Maintenance History</b> – date of issuance and publication, change details for issuance and publication, <b>version number</b> (for published documents whole numbers e.g. 1.0, for consultative documents decimals e.g. 0.1)	<input checked="" type="checkbox"/>
4.	Date and name of document in the <b>copyright and the citation</b> after the maintenance history	<input checked="" type="checkbox"/>
5.	<b>Table of Contents</b> – page numbers to be aligned and properly justified	<input checked="" type="checkbox"/>
6.	<b>List of figures</b> and <b>list of tables</b>	<input checked="" type="checkbox"/>
7.	Headings or titles correct (no full stops)	<input checked="" type="checkbox"/>
8.	Page numbers throughout document are correct	<input checked="" type="checkbox"/>
9.	<b>Policy statements</b> correctly numbered	<input checked="" type="checkbox"/>
10.	All required <b>information for the ad:</b>	
	a. Document name:	<input checked="" type="checkbox"/>
	b. Round of consultation:	<input checked="" type="checkbox"/>
	c. Opening date:	<input checked="" type="checkbox"/>
	d. Closing date:	<input checked="" type="checkbox"/>
	e. Duration:	<input checked="" type="checkbox"/>
	f. Identification of stakeholders for notification	<input checked="" type="checkbox"/>